

**From:** [Abrajano, Todd](#)  
**To:** [Abrajano, Todd](#)  
**Cc:** [Branstad, Eric \(Federal\)](#)  
**Subject:** U.S. Department of Commerce Beachhead Team  
**Date:** Monday, January 23, 2017 10:18:25 PM

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To: Dept of Commerce Beachhead Team Designates  
Re: Orientation Call and Schedule  
From: Eric Branstad (White House Senior Advisor for Commerce) and Todd Abrajano (White House Liaison)

First and foremost congratulations on your selection and welcome to the Beachhead Wave 2/Wave 3 team! My name is Todd Abrajano, and I will assist you with your on-boarding process over the next few weeks and work with you individually on arrival.

We will have a kick-off call on Wednesday , January 23rd from 3:00pm to 3:30pm EST. The call-in instructions are:

- Dial: (b)(6)
- Access Code: (b)(6)

Please RSVP for the call, confirm your contact information, and email any questions you have in advance that we can cover on the call.

A couple of items we would like to know prior to the call:

- 1) Your interest, and
- 2) Your availability to serve on the Department of Commerce Beachhead Team in Washington, D.C.

We'll be able to give an in-depth summary for on-boarding and brief everyone on the mission of the Beachhead Team.

Prior to Wednesday's call , if possible, we will need a couple things from you:

- 1) With your RSVP for the call, please attach your resume including addresses and phone numbers for all places of employment listed.
- 2) Please include your 5 year salary history, which we will use in conjunction with the US Office of Personnel Management's rules to determine your salary. We will work with you on an individual basis over the coming weeks on this.

We look forward to a great start! If you have any questions, please contact me via email, or at the number below.

Sincerely,

Todd J. Abrajano  
White House Liaison  
U.S. Department of Commerce  
(b)(6) Work Cell